

Division of Responsibilities

Attachment B

The Partnership to End Homelessness, as the governing board for the Everett/Snohomish County Continuum of Care retains all responsibility for obligations under the CoC Interim Rule. Here is the current delegation for operating activities:

Responsibilities	Committees				Collaborative Applicant	HMIS Lead
	Data Collection and Analysis	Resource Development	Systems Coordination	Strategic Planning		
Hold meetings of full membership, with published agendas, at least semi-annually;					X	
Make an invitation for new members to join publicly available within the geographic region at least annually;					X	
Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the CoC at least every 5 years;	Board Primarily Responsible					
Appoint additional standing committees;	Board Primarily Responsible					
Form additional subcommittees or ad-hoc committees or workgroups;	X	X	X	X	X	X
In consultation with the collaborative applicant and the HMIS Lead, develop, follow and update annually a governance charter which will include all procedures and policies needed to comply with subpart B of 24 CFR 578 and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s) and any person acting on behalf of the board;					X	X
Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers;					X	X
Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;					X	X
In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from					X	X

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	Data Collection and Analysis	Resource Development	Systems Coordination	Strategic Planning		
nonvictim services providers. This system must comply with any requirements established by HUD by notice.						
In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:					X	
<ul style="list-style-type: none"> Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part; 					X	
<ul style="list-style-type: none"> Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance; 					X	
<ul style="list-style-type: none"> Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance; 					X	
<ul style="list-style-type: none"> Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance. 					X	
<i>Additional requirements for High Performing Communities, which Snohomish County does not have the designation for.</i>	Not Applicable					
Designate an eligible applicant to be the Collaborative Applicant to collect and combine all application information and to apply for planning activities (see section 9);	Board Primarily Responsible					
Designate a single HMIS for the geographic area (see section 9);	Board Primarily Responsible					
Designation of UFA (see section XXX);	Board Primarily Responsible					
Designate, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a Notice of Funding Availability (NOFA) to HUD under part 578;					X	

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	Data Collection and Analysis	Resource Development	Systems Coordination	Strategic Planning		
Establish priorities for CoC funding;					X	
Approve submission of the consolidated CoC Application to HUD.	Board Primarily Responsible					
Planning						
Coordinate implementation of housing and service system, which includes, at minimum: <ul style="list-style-type: none">• Outreach, engagement, and assessment;• Shelter, housing and supportive services;• Prevention strategies.					X	X
Conduct, at least annually (per state law), a Point-in-Time count of homeless persons that meets HUD requirements;					X	X
Conduct an annual gaps analysis of homelessness needs and services;					X	X
Provide information required to complete the Consolidated Plan(s); and					X	X
Consult with State and local ESG recipients in the geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients.					X	X